

COPY SERVICE CENTER

REQUIRED SECTIONS ARE SHADED

DO NOT WRITE IN THIS AREA

NAME _____ LIFE NO. _____

BLDG. _____ EXT. _____

DEPARTMENT CODE PROJECT NO. _____ ACTIVITY NO. _____

DATE SUBMITTED _____

DATE REQUIRED _____ TIME REQUIRED _____

DELIVERY OPTION

☐ REDBALL

☐ CALL-WILL PICKUP

NO. OF PAGES _____ NO. OF COPIES _____

☐ SUBMIT PROOF BEFORE COPYING

JOB DESCRIPTION

COPY 1 SIDED ☐

COPY 2 SIDED ☐

COLLATE ☐

STAPLE ☐

3 HOLE PUNCH ☐

TAPE BIND ☐

SPIRAL BIND ☐

OTHER ☐

SPECIAL INSTRUCTIONS _____

TO HELP US PROVIDE BETTER SERVICE - PLEASE...

- Recheck your requirements
- Check original for sequence
- Place work at pickup point **before** calling
Extension 2950 for pickup.